



REDDAM
— HOUSE —

BERKSHIRE

Misuse of Drugs, Alcohol and Tobacco Policy

Reddam House Berkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, students and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Reddam House Berkshire.

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Version 2: Minor edits and revised section on searching and testing to clarify the school's position and highlight relevant government advice.

Introduction

We believe that it is crucial to deliver a clear, consistent moral framework that promotes the integrity of our community and gives all our students the understanding and self-confidence to reject drugs and substance misuse.

We have extensive health education and PSHE programmes at Reddam House that focus upon the potential short and long-term risks to health from drug and substance misuse, excessive or early consumption of alcohol and dangers of smoking; this forms part of our *Aspire to Be* programme. They concentrate on teaching the importance of young people making healthy, informed choices. The programmes involve students of all ages and continue throughout your child's time at school. They extend across the curriculum, involving PSHE, Science and Drama lessons. We also have Assemblies on the topic, and cover the serious risks from abuse of alcohol, tobacco and illegal substances. Reference is also made to the school's child protection and safeguarding policy and the expectations with regard to appropriate action as set out in *Keeping Children Safe in Education 2023* (Part 1 and Annex A).

Students can discuss their worries about drug misuse, drinking and smoking with their Form Tutor or another member of the Pastoral Team. They can also refer themselves to the Medical Staff for individual guidance, without fearing sanctions or adverse report. We regularly invite groups of parents and guardians to discussion groups and meetings and are very conscious of the importance of working together to promote the well-being of your son or daughter.

Definition of Drugs

A drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions.

The definition of drugs given by the United Nations Office on Drugs and Crime: *“A substance people take to change the way they feel, think or behave”*.

This refers to all drugs whether:

- Illegal drugs (those controlled by the Misuse of Drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids
- Drugs that are legal to use but are covered by some legislation such as selling to under 18-year olds including alcohol, tobacco, shisha and volatile substances (solvents, aerosols, petrol & butane)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines, e.g. paracetamol
- Prescribed medicines
- Electronic cigarettes
- Other drugs such legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes .

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and dependence.

Management of Authorised Legal Drugs in School

Our school operates a smoke-free site and takes the matter of illegal drugs very seriously as part of our programme. We are aware of the increasing problem of drug misuse throughout the country.

Alcohol

There are occasions when alcohol is authorised at school during parent’s events (with the appropriate license) and staff social events. Alcohol will not be served to students and staff will only consume moderate amounts of alcohol at social events attended by parents and students. At all social events organised by the school the responsibility for the conduct of the students present remains with the parent.

Staff and parents should not bring alcohol on to the school site other than on a pre-approved basis (or for consumption in their own homes in the case of resident staff).

Any member of staff who appears to be under the influence of drink (or other illegal drugs) which prevent them from fulfilling their duties will be asked to leave the premises immediately, where necessary disciplinary procedures will begin. (Please see Staff Code of Conduct).

Students in Years 12 and 13 who are allowed out of the school at lunchtime are forbidden to visit pubs or bars, as well as from smoking or consuming alcohol.

Students caught breaching these guidelines on alcohol can expect to be suspended and for their parents or guardians invited to the school to discuss the matter. A student may be referred for a session of counselling (at additional cost) where we have reason to believe that he or she has issues with alcohol, for example, when there are repeated infringements.

Smoking

Since July 2007 it has been illegal to smoke in any enclosed or substantially enclosed public place that is open to the public.

We are a smoke-free school and staff, parents, students and visitors are not allowed to smoke anywhere on school premises. The school site is defined as anywhere within the school boundary except resident staff who may smoke in the bounds of their property.

Any staff members who smoke are required to leave the site when doing so. Smoking breaks are only taken as part of official breaks and not as additional breaks.

All visitors, contractors, volunteers and delivery staff are required to abide by this policy. Smoke-free signage is prominent around our school grounds.

At all social events organised by the school the responsibility for the conduct of the students present remains with the parent. At such events, the school 'No Smoking Policy will be enforced.

Students who are caught smoking can expect to be suspended and for their parents or guardians invited to the school to discuss the matter. A student may be referred for a session of counselling (at additional cost) where we have reason to believe that he or she has issues with tobacco, for example, when there are repeated infringements.

E-cigarettes (sometimes known as nicotine vaporisers/vapes)

Although e-cigarettes are not covered by smoking legislation, we do not allow the use of e-cigarettes by students, staff, parents, contractors or visitors on the school premises.

Drugs and Drug Testing

Support

If a student comes forward and voluntarily identifies as a drug user and asks for help, or if parents or friends ask for help on his or her behalf we may, depending upon the circumstances and at the discretion of the Principal, offer the opportunity to reform the habit with the support of a drug testing programme and Counselling (at additional cost).

Drug Testing

Drug testing is organised by the Head of School in conjunction with the School's Medical Centre. Full details of the arrangements will be sent as needed. This may be a requirement put in place by the school in response to a suspected or actual breach of the school's policies. Parent consent is required in the former case.

If a student fails his or her first drug test (so confirming usage of a banned drug or substance), he or she will only be allowed to remain at the school on condition that he or she submits to regular drug testing throughout the remaining time at the school, and on the clear understanding that a permanent exclusion will be issued immediately on failure of a subsequent drug test, or if there is evidence of sample tampering.

Investigation

We will always investigate rumours about involvements in illegal drugs and substances, including questioning a student, searching his/her room and personal possessions. Drug testing may also be carried out as above, with the parents informed in advance to seek their consent.

We will inform parents and guardians as a matter of urgency and invite them to the school to discuss the matter. In cases, where criminal activity is suspected, the police may be involved and we will follow their guidance. Searches may also be conducted without student or parent consent in line with school policies, for example if there is a danger of immediate harm to students or a risk that evidence is concealed or destroyed. School's are authorised to search without consent, as outlined in "Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies" (January 2018).

Sanctions (Please see Behaviour, Rewards and sanctions policy)

The normal sanction for possession or involvement with drugs is expulsion. Alternative sanctions, when there are mitigating circumstances, could involve suspension and a final warning. Appropriate numbers of demerits will be issued, as outlined in the school's Behaviour, Rewards and Sanctions policy.

Any student found offering drugs to another student may be expelled (see Exclusions Policy), and following consultation with the Governors, the matter may be referred to the police.

Any Student found to be in possession of, distributing, purchasing, using drugs/mind-altering substances or tests positive for the use of drugs/mind-altering substances or anyone who is an accomplice to those in possession of, distributing, purchasing, using drugs/mind altering substances will be subject to a disciplinary hearing; this may also be a criminal matter.

Educational visits

For the avoidance of doubt, the expectations above also apply during school visits.

During educational visits:

- Staff will be briefed about procedures and responsibilities before all visits, which will include the issue of consumption of alcohol and smoking by staff. On school residential trips, staff will be expected to not drink alcohol on the trip nor smoke in the presence of the students.
- Adults should keep any personal medication in a safe place
- A nominated first aider will be responsible for the safe storage of any students' medicines and supervision their administration
- Students will be reminded of the relevant school rules in advance.

Complaints

We hope that you will not feel the need to complain about the operation of our Drugs, Alcohol and Tobacco Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's Complaints Procedures, which applies equally to the Early Learning School are on our website, and we will send you copies on request.